
Subject: Proof of Identity

Effective Date: July 1, 2006

Revised from: October 1, 2004

Policy: The identity of each applicant/client and caregiver must be documented for each certification or transfer. Social Security cards may not be used for identification purposes. Documents must contain the person's name.

Reference: CFR §246.7

Procedure:

1. Caregivers and clients are instructed to bring proof of identity for themselves and infants/children applying for WIC to each certification and when bringing transfer information.
2. Examples of source documents for **initial** identity documentation are listed below. The identity proof must be for the individual in question. For example, a caregiver driver's license is **not** acceptable identity proof for the caregiver's infant or child.
 - a. Driver's license
 - b. Photo ID card
 - c. Student or employee ID card
 - d. Military ID card
 - e. Credit card
 - f. Birth certificate
 - g. Immigration or Naturalization Record (e.g., green card)
 - h. Individual Taxpayer Identification Number (ITIN) card
 - i. Passport
 - j. Medical card
 - k. Foster care/adoption papers
 - l. Immunization record
 - m. Crib card (for newborn infants)
 - n. Other documents that clinic staff members believe reasonably prove identity.
3. Source documents for **subsequent** identity documentation include all of the above plus:
 - a. Personal recognition by WIC staff
 - b. WIC Program Identification Card/Voucher Folder (caregiver or adult client only)
4. Document the type of identity proof in the client's KWIC record.
5. See Policy CRT 03.00.00 - Certification Visit if caregiver/client proof of identity is not provided at the certification appointment because the client forgets or no proof of identity exists.